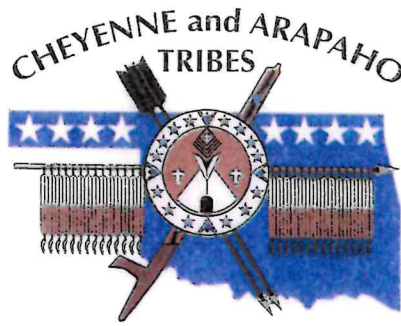


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

VACANCY ANNOUNCEMENT

POSITION: MECHANIC APPRENTICE
PROGRAM: Tribal Transit Program
DEPARTMENT: Transportation
REPORTS TO: Transit Director
EMPLOYMENT STATUS: Full-time/Permanent, Non-Exempt
LOCATION: DOT Building, Concho, OK
ISSUE DATE: April 13, 2022 **CLOSING DATE:** Until Filled

DUTIES AND RESPONSIBILITIES:

Mechanic Apprentice is under the direct supervision of the Lead Mechanic and the general supervision of the Mechanic I and Mechanic II. The Mechanic Apprentice shall be responsible for assisting to ensure safe repair, overhaul and maintenance of vehicles. Incumbent must be able to inspect, perform basic repairs, assist in ordering parts, and take inventory. The Mechanic Apprentice is an entry-level position and will be working under the supervision of experienced mechanics to learn the automotive mechanic trade and advance his/her career. The Mechanic Apprentice shall be subjected to work in conditions that include restricted movement, an environment with air contamination, intense noise, and around hazardous materials, and lifting or carrying heavy objects. The Mechanic Apprentice shall be expected to work under direction of a Journey level position and assist in the performance of preventive maintenance procedures, records, and reports. Additional duties and responsibilities include:

- Must use safety equipment, supplies, and applicable procedures to auto mechanics;
- Must be willing to learn how to perform maintenance, repair, overhaul and servicing of vehicles, including engines, drive trains, fuel systems, electrical systems, electronic automotive circuits, digital display systems, cooling systems, brake systems (air and hydraulic), chassis, wheels, suspension and other parts of vehicles.
- Must be willing to learn how to troubleshoot, diagnose, identify and correct mechanical defects in vehicles and make attempts to apply skills to replace defective vehicle parts and/or systems.
- Must assist in performing road tests on all vehicles for the purpose of ensuring that vehicles are in safe operating order, cleared of any tools, and cleaned of any debris prior to release to clients/customers;
- Must report fire, sanitary and safety hazards and the need for repairs to appropriate supervisors;

- Must be willing to learn to install, maintain, adjust, and check a variety of automotive equipment and apply skills to various situations under the direction of a supervisor;
- Must respond to immediate safety and/or operational concerns (e.g. facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues;
- Must be willing to learn the various local, state, federal, and district rules and regulations
- Must be willing to learn and ensure equipment is maintained in a safe operating condition;
- Must assist in the proper storing and shelving of equipment and other supplies in conformance with various local, state, federal, and district rules and regulations and maintain equipment in a safe operating condition;
- Must be able to incorporate new information or technology learned into existing job duties;
- Must be willing to learn methods of diagnosing, analyzing and repairing malfunctions of engines and auxiliary equipment.
- Must be willing to use a computer and software to enter and retrieve information for work assignments,
- Must be willing to learn how to use a variety of hand and power tools and machinery to perform duties assigned, and operate equipment in a safe manner such as electric power lifts, forklift, etc.
- Must maintain cleanliness in equipment rooms, shops, vehicles and tools.
- Must be able to read and work from manuals, vehicle manufacturers' information sheets, and electrical schematics.
- Must observe safety requirements and safe work practices and methods as required. Must follow all applicable safety codes, factors, ordinances and regulations in performance of troubleshooting, diagnosis of vehicle failure and in the operation of any equipment and/or materials of auto mechanic duties.
- Must be able to regularly stand, walk, and sit for extended periods of time and have the ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
- Incumbents in this classification are assigned to work primarily in the trade of automotive mechanic however must be willing to assist in other duties as assigned or requested by supervisor(s).

QUALIFICATIONS:

The incumbent must possess some knowledge in the proper use of a variety of tools and equipment and have basic knowledge of the terminology used in automotive service and repair work. The Mechanic Apprentice is an entry-level position that is suited to provide training under the supervision of various other auto mechanic staff therefore incumbent must be able to understand and carry out oral and written instructions and will be required to following directions accordingly. Minimal Education requirement is a high school diploma and may be substituted with a minimal of a GED in combination of proof of certification in automotive service excellence or similar.

- Applicant must be willing to proof read, verify comprehension, and provide proof of communication skills.
- Applicant must be willing to attend training programs to ensure compliance with federal and/or state requirements.
- Applicant must be willing to attend training programs to ensure completion of the Automotive Service Excellence Certification program;
- Applicant must be able to lift a minimum of 50 pounds with no physical barriers.
- Applicant must possess, at minimal, a current Class D Driver's License for the State of Oklahoma;
- Proof of Knowledge, Skills, and Abilities (SKAs) in automotive repair, automotive maintenance, auto body repairs, or similar is preferred however not required
- If selected, applicant must provide a current Motor Vehicle Report (MVR) for insurance purposes.
- If selected, applicant must adhere to a pre-employment drug/alcohol screening and be willing to be subjected to random drug/alcohol tests as per the Tribes' Drug-Free Workplace Policy:
- Cheyenne-Arapaho Preference

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov